

Division Chiefs, Administrative Services Office

29 January 1951

Chief, Administrative Services

Personal Mail

1. It is requested that all employees under your jurisdiction again be instructed to comply with the agency regulation that they will not have personal mail addressed to them at the office.

2. Any employee who may not now be complying with the above will take action immediately to notify his correspondents to address personal mail to him at his residence rather than the agency address.

15/  
W. L. FEEL

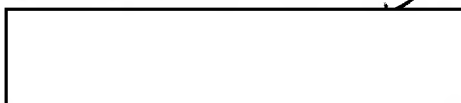
MEW:lw

cc: Asst. to the Chief, Admin. Ser.  
Chief, Bldg. Main. & Utilities  
Chief, Real Estate & Const.  
Chief, Reproduction  
Chief, Transportation  
Acting Chief, [redacted]  
Chief, Admin. [redacted]  
Acting Chief, [redacted]  
Chief, [redacted]

25X1  
STATINTL  
25X1  
STATINTL

Chrono  
Directives file  
Memos to all pers.  
Mail & Courier file

25X1X8



Document No. 31

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

EXA Memo, 4 FEB 77

ADVIS: ODA #13, 77/1762

Date: 03 MAR 1978 By: [redacted]

03 APR 1978

25X1